

MANUFACTURED HOME APPLICATION PACKET

Community Development 601 State Street, Hood River, OR 97031

Please read the provided information and fill out the application(s) pages as completely as possible to ensure that your permit can be reviewed in a timely manner.

Contact the Planning Department to confirm the **zoning and setbacks** for the area of proposed construction. You may have to apply for a Conditional Use permit, Scenic Area permit or Land Use permit in order to comply with the Hood River County Zoning requirements. If a new residence is proposed outside of the City Sewer service, a Land Use Compatibility Statement form must be completed. You can request this form from the Planning Department or the Environmental Health Department.

You can obtain a **physical address** at the Planning and Building Services Department for the proposed construction. The address will be temporary until the post office verifies the address. (The City of Cascade Locks assigns addresses within their city limits.)

An accurate site plan and application must be submitted (see example) with applicable required approvals from the service districts in your area. Original signatures are required from the various service districts you may need to contact. If you have any questions regarding the applications procedures please contact the Planning and Building Services Department at one of the numbers listed above.

When all required sign-offs are obtained, bring to the County Planning & Building Services Dept:

1.	Completed application (with original signatures)		
2.	Site plan with corner grades identified (if grade differs intervals) and amount of cut/fill.	more than 4 feet, co	ontour lines at 2 foot
3.	Floor plan of the manufactured dwelling (available from	m dealer)	
4.	Foundation information: Slab; Runners; Poured footing or foundation walls;		
	Block Pads; Basement; Other		
5.	Pier Information: Metal;		
	Concrete Block	W. C.	
6.	Skirting type: Wood; Vinyl;	т	F
	Block; Block w/ backfill; Other		A PARK
 7 .	CCB# (contractors license) and MDI# (Manufactured Dwelling Installers License) with expirations.		
8.	Dealer's disclosure form (from dealer) indicating your understanding of roof load and responsibilities.	Ex: Conc block pier	Ex: Metal pier

MANUFACTURED HOME APPLICATION



COMMUNITY DEVELOPMENT

JOHN ROBERTS, DIRECTOR 601 STATE STREET HOOD RIVER, OR 97031 PHONE 541-387-6840 FAX 541-387-6873 Email: plan.dept@co.hood-river.or.us

MARK VAN VOAST, BUILDING OFFICIAL 601 STATE STREET HOOD RIVER, OR 97931 PHONE 54-386-1306 FAX 541-387-6878 Email: building@co.hood-river.or.us

		OFFICE USE ON	LY
BU	ILDING		PLANNING
Date received:		Date recei	ived:
Date issued:		Date issue	ed:
Permit No.	-	L.U.P. No.	
Required Approvals	Signature	Date	Remarks
City UGA			
Fire Department			
Public Works			
Sanitation			
Water District			
Irrigation District			
Planning Dept			

	Water District										
Inspection Line: (541) 308-											
	Planning Dept										
Dwelling Year of Manufacture:	NEW Us	SED Zone:									
MH Dealer/Seller:		HUD# Setbacks:									
Address:		Phone: Front:									
Job Site Information	Int. Side:										
Township: Range:	Section:	Tax Lot: Ext. Side:									
Job Address:	-10	Rear:									
Special Conditions on Site:		Height:									
Manufactured Home Park		Other:									
Park Name:	Space/Sit	te #: Water Supply:									
Dark Managas Signature		Sewer Septic									
Park Manager Signature:											
Owner SIGNATURE REQUIRED		Single (\$304.40)									
Name:		Double (\$410.80)									
Mailing Address:		☐ Triple (\$466.80)									
City: State	: Zip:	Quad (\$522.80)									
Phone: Fax/e	email:	Fees:									
Set Up / Installation Contractor		Land-Use Permit \$									
Name:		Mfr'd Home Permit \$									
Address:		C.E.T. \$									
City: State	Zip:	Parks and Rec. S.D.C. \$									
Phone: Fax/e		Transportation S.D.C. \$									
CCB No:	pires:	C.E.T. (A. H.) \$									
		Address \$									
MDI No: Ex	pires:	Other \$									
		TOTAL FEES \$\$									
Notice: Manufactured dwelling instal	llers must have an Oregon MDI and	Amount Paid \$									
Construction Contractors Board lice		Balance Due \$									
Skirting-Contractor		MA SALAMOS SAS									
Name:		Received By: Date Received:									
Address:		This application expires if a permit is not obtained within 1									
City: State:	Zip:	days after it has been accepted as complete, or expires 18 days from issuance of last inspection.									
Phone: Fax/e											
	pires:	Decks, garages, etc. require separate building permit application.									
I hereby certify that I have read and exa All provisions of laws and ordinances g	mined this application and the attac	ched checklist.									
Authorized Signature:	Date:	•.									
Print Name:	Title:	_									

Required Approvals From Service Districts:

If property is located in the **City of Cascade Locks**, approvals are needed from the City of Cascade Locks. (City Manager, City Public Works and City Fire Department signatures required).

City of Cascade Lock, 374-8484 140 SE Wa Na Pa/Cascade Locks, OR 97014 Cascade Locks Fire Department, 374-8510

The **Environmental Health Department (Sanitation)** sign off is required for all new dwellings, additions of bedrooms, bathrooms, kitchens, and lands outside of a sewer district. The Environmental Health Department will issue a site inspection permit with instructions to comply with the drainfield site evaluation. The Environmental Health Department also requires that new water sources, such as wells and springs be tested for water quality. If the proposed structure will have food service, a signature of approval is required.

Hood River County Environmental Health Department 387-6885 1109 June Street, Hood River, OR 97031

All new dwellings and structures to be built in the **Urban Growth Area** are required to obtain a signature from the City of Hood River Public Works, fees for water, sewer, and Parks & Recreation will be required at this stage. Please contact the City for their fee schedule for these services.

City of Hood River Public Works 386-2383 918 18th Street, Hood River, OR 97031

Fire Department sign offs are required for all new dwellings and whenever access to a dwelling is changed. The Fire protection District will sign the building permit application and pre-drawn site plan indicating that the building site and roadway are adequate for fire truck access. Check with your fire department for all requirements. The site plan drawing is required on site with the approved building plans. Prior to occupancy, a final inspection may be required from the appropriate fire district.

Fire Districts: West Side 386-1550

WyEast Rural 354-1648 (Odell & Pine Grove)

Parkdale 352-6092

The County Public Works Department requires a driveway permit if new driveway access is off of a County road. If the property requires utilities such as gas, water, electrical, etc. an underground installation permit will be required. Permits may require a performance bond, unless work is completed by a licensed contractor. Additional requirements may be assessed at the time of submittal.

Hood River County Public Works 386-2616 918 18th Street, Hood River, OR 97031

If a new driveway has access onto a state highway, a permit will be required from the **State Highway Division.** If you have any questions you can call the Oregon Department of Transportation (ODOT) in Troutdale at 503-665-4006 or fax 503-655-5419.

All applications for building permits require signatures from the water, sewer, and irrigation districts with the exception of interior remodels.

Sewer Districts

Odell Sanitary District 354-1138 Parkdale Sanitary Dist.352 7131

Hood River City Sewer 386-2383

Water Districts:

Ice Fountain Water District 386-4299 Crystal Springs Water District 354-1818 Odell Water District 354-1885 or 354-1393 Parkdale Water District 352-5577 Hood River City Water 386-2383 Aldridge Ditch & Water 354-1002

Imigation Districts:

East Fork Irrigation 354-1185 Farmers Irrigation 386-3115 Middle Fork Irrigation 352-6468 Mt. Hood Irrigation 490-1627 Dee Irrigation 806-3248 or 806-6090

For Collins, Alder & Carson Hill call Aldridge for water and irrigation. For other areas of Dee call the City of Hood River for water and Dee Irrigation.

Other Agencies:

If the Manufactured Home is used, and moving out of the County or within Hood River County, contact the County Assessor's Office, (541)386-4522 to obtain proof of payment of taxes and, together with your permit number, apply for a manufactured home trip permit prior to moving the manufactured home.

<u>Call First</u>
<u>It's The</u>

Law

The Oregon Utility Notification Center (ONCE) is the Oregon state agency that administers Oregon's excavation laws. Anyone proposing to dig is required by law to call 48 hours before excavating. For more information check out www.digsafelyoregon.com.

Call: 811

When remodeling, the proper removal of hazardous materials is essential, whether residential or commercial. Questions regarding asbestos, underground fuel tanks, hazardous waste, water quality, used woodstoves, or dust problems should be directed to the Dept, of Environmental Quality (DEQ).

Department of Environmental Quality Phone: 541-388-6146 Ext. 226 300 SE Reed Market Rd Fax: 541 -388-8283 Bend, OR 97702 1-800-452-4011

Other Permits issued through Hood River County Building Department:

Mechanical Permits: Heat pumps, gas lines, woodstoves and certain air conditioners require separate mechanical permits. Obtain mechanical permits at the Hood River County Building Department.

Structural Building Permits: Accessory structures, including decks, stairs, or porches with a walking surface more than 30" above grade, require a separate building permits from the Hood River County Planning and Building Department.

Electrical and Plumbing Permits: Apply for your electrical and plumbing permits after you have been issued your placement permit. Electrical & plumbing permits are also issued by Hood River County Building Department.

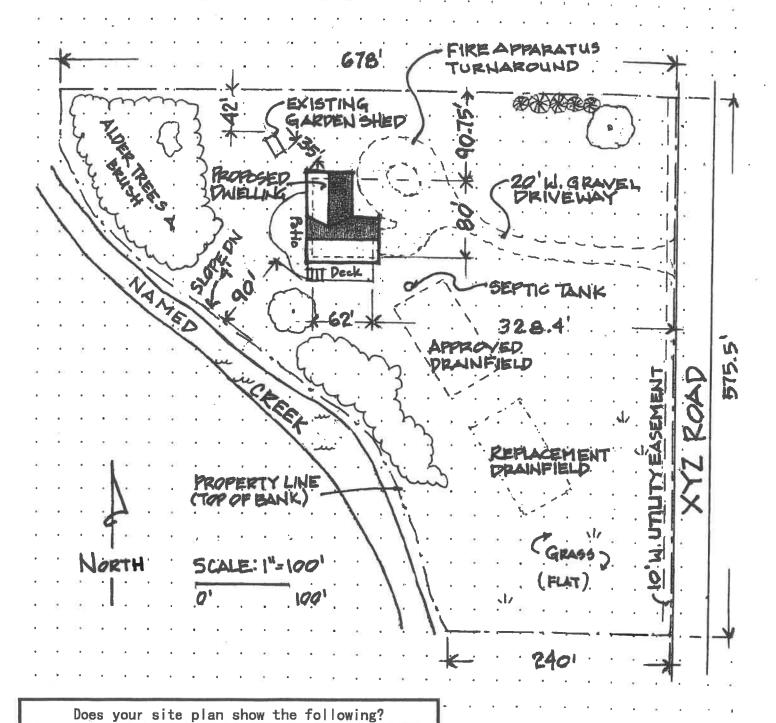
Applicant: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Owner: Joe and Jane Homeowner

Twn 3N Rng 8E Sec 10

TxLt **2010**



☑ Property Information.

- ☑ Scale and north arrow.
- ☑ Boundaries of parcel with dimensions.
- ☑ Existing and proposed structures.
- ☑ Setback distances of proposed buildings.
- Access roads, driveways, turnarounds, & parking.
- ☑ Location of utilities, septic drainfields.
- ☑ All easements (access, utility, irrigation, etc.).
- ☑ Significant slope or terrain features.
- ☑ Vegetation type.
- Portion of property in farm or forest use.
- ☑ Vicinity map (if needed to augment your site plan).

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STANDARD MANUFACTURED HOME CONIDITIONS

- 1. The manufactured home shall be skirted with non-decaying and non-corroding materials or shall be provided with a cement or concrete exterior foundation. The skirting or foundation shall be continuous with provision for ventilation and access to space under the unit, but such opening shall be secure against the entrance of animals. The provision of a concrete or concrete block exterior foundation shall not substitute for the requirements of a stand, pedestals, or anchorage, unless approved for that purpose by the County Building Official and must be inspected prior to pouring concrete.
- 2. Permanent or rigid awnings or carports shall be constructed, supported, attached and anchored according to the Oregon Residential Specialty Code.
- 3. All awnings, carports, cabanas and armadas shall be anchored to the ground and be designed to be self supporting.
- 4. No manufactured home shall support any other structure. Structures shall not enclose or partially enclose any side or end of a manufactured home without the approval of the Building Official.
- All cabanas, ramadas, porches and other modifications of the manufactured units as a dwelling unit shall conform to applicable building codes and must apply for and be issued a structural building permit.
- 6. Wheels shall be removed from all manufactured homes at the time of installation on the property. In addition, tongues and hitches shall be removed from all manufactured homes.
- All manufactured homes shall be secured to the ground by tie-down anchors or tie-down strapping. The installation of manufactured homes shall be in conformance with the manufacturer's instructions.
- 8. Single wide manufactured homes are not allowed in Hood River County, outside of manufactured home parks, except for Farm Worker Housing, Family Hardship Dwellings and Security Dwellings. (See Planning Department with questions regarding these types of uses.)
- 9. A manufactured home must have State and County approval for any use other than residential.
- 10. A permit is valid for 180 days. An approved inspection extends the permit 180 days from the date of that inspection. If the project is not commenced, abandoned, or a required, approved inspection has not been performed within a 180 day period, the permit expires.
- 11. Final decisions and conditions of approval shall be based on oral and written representation made by the applicant.

Manufactured Home Inspections

Inspections performed Mondays thru Thursdays. All requests must be received by 7am the day of inspection request.

3 ways to schedule inspections:



- 1. On-Line through Oregon e-Permitting <u>BuildingPermits.oregon.gov</u>

 There is a link to e-Permitting on the Hood River County webpage:

 https://departments/building-code-inspections
- 2. Mobile App for all smart phones: app store: "OR e-Permitting".
- Inspections can be phoned into the State Inspection Line:
 (Use your IVR number from your building permit and inspection code)
 1-888-299-2821
- SITE/FOUNDATION: Performed and approved before the installation of the
 manufactured dwelling. This inspection is to assure the site is suitable before the home
 is placed. Includes checking the setbacks, vegetation removal, grading, soil compaction,
 drainage and vapor barrier. Performed after trenches are excavated and forms erected;
 reinforcing steel in place. Performed prior to the pouring of concrete.
- 2. MARRIAGE: Performed after units are blocked, roof bolted and walls and floor connected, but *prior to the marriage lines being covered with finish materials*.
- 3. PLACEMENT/SET UP: After manufactured dwelling is installed and includes the foundation support, structural connections, attachment to tie downs, utility connections, cross-over connections, flue and duct installations and weather seals. Before skirting is installed.
- 4. FINAL: Performed before occupancy. Includes completion of skirting, underfloor access and ventilation, removal of temporary stairs, final grading address, detectors (smoke and CO2), drainage and accessory structures